

Student Government Association Elections Board Chair Manual

An Honors Thesis (HONRS 499)

by

Amy M. Smith

Thesis Advisor

Dr. Michael Corbett

A handwritten signature in black ink, appearing to read "A.M. Corbett", is written over a horizontal line.

Ball State University
Muncie, Indiana

May 5, 1997

Expected graduation date: May 10, 1997

From the Author

This manual was created following the 1997 Spring Election. I was appointed as Elections Board Chair in November of 1996. Although I did not have the opportunity to conduct the Fall Election, I was able to fully plan, implement and execute a successful SGA Election in the Spring.

On the day of my appointment, I was congratulated and handed a copy of the Elections Code. That copy and I were inseparable. In fact, I made more and kept one in every notebook, my home, the office and even in my car. Even though I had been in Senate for 2 years and had been a candidate for Senate and for the Vice-Presidency, I was afraid of somehow messing everything up. Having nothing but the Elections Code was frightening.

Being a Senior desperately searching for a thesis topic, the idea for this manual practically landed in my lap. I love elections, there was no manual or notebook for this position and the election was going to take a huge chunk of my time. So... here it is!

I spent an inordinate amount of time compiling this for my thesis. I can only hope that this time was also spent in preparing the Election Board Chairs of the future for successful elections. This manual should be used in whatever way is helpful to you. Some of you won't really need all of this, but it's here just in case you do need some help.

Your responsibility is to update this manual as much as time permits so that it can be passed on and used over and over again. I have included the disk for you--it is formatted for a Macintosh and the document was created in MS Word 5.1. Thank you for taking the time to help those who will follow in your footsteps and best of luck in all of your election endeavors. Yes, it is a busy and sometimes overwhelming job, but I promise that you will have plenty of fun along the way. I know I did.

Amy M. Smith

You've just been appointed as Elections Board Chair. . . What do you do now?

In the pages that follow, you will find everything from the 1997 Spring Elections, election statistics, the SGA Elections Code and suggestions from past Elections' Boards. Although the task before you may seem overwhelming, remember that you have many resources to guide you along the journey to a successful election.

Contents

1. The Elections Code
 - What is it?
 - How is it used?
 - Past legislation and amendments
2. The Elections Board
 - Who are they?
 - How and when are they selected?
 - Officers
 - Documents used with the Board
3. Meetings
 - How early and how often should the Board meet?
 - Topics that need to be covered at these meetings
 - Records of past meetings
 - Suggestions for effective meetings
4. Election Packets
 - Purpose
 - What must be included?
 - Past documents
5. Nomination Convention
 - When...Where...What?
 - Preparation
 - Past Agendas and topics covered
 - Late Nominations
 - It's finally here! Last Minute Details
 - Election Calendar
6. The actual Election
 - Timeline
 - Ballots
 - Poll Sites
 - Vax Voting
 - Poll Workers

7. Voter verification and Results
 - Verification
 - Counting
 - Informing candidates
 - Media
 - Senate Approval
8. Statistics
 - Voters
 - Where did they vote?
 - What does this tell us?
9. Debates
 - Types of debates
 - Preparation
 - Publicity
 - Media Coverage
 - Last Minute details
10. Recruitment
 - Should it be done?
 - Past documents, fliers and ideas
11. Board decisions
 - Bond Payments
 - Expenditure Limits
 - Fines: What for and how much?
 - The election budget
12. Leadership Development
 - Stress Relief
 - Teamwork
 - Delegating Authority
13. Additional Items
 - Advisors
 - Additional Documents
 - Food for Election Days
 - Name tags and Notebooks

Section 1

The Elections Code

What is it?

The Student Association Elections Code is the primary tool for administering either the Fall or the Spring Election. Within the document are rules and regulations that govern your office and the Elections Board. Article 1, Section 1 which reads, "Full authority on all Student Association election matters shall lie with the Student Association Elections Board." is one of the most important sections in the Code. This gives the Elections Board "full authority" to do whatever it deems necessary in order to run an effective election. The only stipulation to this privilege is that decisions of the Board must be in accordance with the Elections Code or have the approval of at least two-thirds of the Student Senate.

How is it used?

As the chair of Elections Board, you will need to be extremely familiar with this Code. The following is a quick reference to the contents of the document:

Article 1	Elections Board
Article 2	Time of Elections and Offices to be Elected
Article 3	Eligibility Requirements
Article 4	Nomination Procedure
Article 5	Manner of Election
Article 6	Campaign Regulations
Article 7	General Regulations

Many of the odds and ends of the election procedure can be found in Article 5, Manner of Elections. Some of the topics covered in Article 7 are campaign violations and how to make amendments to this document. Familiarity with the document does not mean that you should memorize each and every word. Instead, it means that you should be familiar enough with the Code to answer common questions and find the answers to less common questions in an efficient manner.

Past Legislation, Amendments & Tips for Writing Legislation

Any legislation that has been written is included following this section as a reference for the Board. Recently, there has been no legislation for the Elections Code. If there are changes that have been made to the Code or changes that were previously considered which may need to be reconsidered by the Board or the Student Senate, please add them to this section for future reference. Amendments may be presented to Student Senate at any time. A proposed amendment must be authored or sponsored by a Student Senator and follow the guidelines for submitting legislation set forth by the SGA Constitution and By-Laws. The document that follows was created by former Senators and can be used to learn more about the operation of Student Senate and writing legislation.

A Beginner's Guide to the Ball State Student Senate

A Guide to Successful Legislation

Steps:

1. Recognize problem or concern.
2. Research the issue
 - Talk to people who are aware of the issue.
 - Consult experts when possible.
 - Make use of available resources (SA Directors, Pro Tem, etc...)
 - Talk to constituents. This is the grassroots of our existence. Without their support, our pursuits are not properly focused.
 - Remember, there is no time limit on this step. This step is crucial and should be followed through until all information is uncovered.
3. Take idea back to your committee. Allow them time to research the issue.
4. Take all the gathered information, incorporating the best ideas of the group to **mutually** pursue a plan of action.
5. Designate author(s) of the bill and find appropriate sponsorship (ex. a bill dealing with the environment should be referred to the Environmental Affairs Committee.)
6. Write a bill and submit to President of Senate on the Friday prior to the next Agenda meeting.
7. The Senate Agenda Committee will review the proposed legislation. A bill can travel many directions at this point. The Agenda Committee can bring the bill out with a DO, DO NOT, or DO PASS AMENDED recommendation. Legislation can also be tabled or killed at this level.
8. If approved by Agenda, the bill then goes on to the First Reading in the Senate on the Wednesday following that week's Agenda meeting. No discussion takes place on a bill while it is on First Reading. This allows the other Senators a week to do independent research on the legislation.
9. The following Wednesday a bill goes on to Second Reading. During this stage, a bill is open for discussion and debate. Once all information and concerns have been aired, debate is closed and the legislation is brought to the Senate floor for a vote. Majority vote is required to pass most legislation.
10. Passed legislation is directed to the appropriate officials. The sponsor(s) of the bill should also keep track of the lobbying process for their particular piece of

Standing Rules
Student Senate

1. The Student Senate shall meet on Wednesdays, being called to order at 4:00 p.m. by the President of the Senate. If the President of the Senate is not present, the President Pro Tempore shall call the meeting to order at that time and preside until the President of the Senate arrives. The Senate shall meet in a place to be determined by the President of the Senate.
2. Nominations for President Pro Tempore of the Senate shall be taken from the floor by the President of the Senate at the second and third meeting of the Senate. The election for President Pro Tempore of the Senate shall take place at the third meeting of the Senate. The Pro Tempore shall be elected by a majority of votes counted. In the event that no candidate initially receives a majority, the candidate receiving the lowest number of votes will be removed from contention. Voting will continue in this fashion until a majority is reached. The ballots will be counted by the Secretary of the Student Government Association and the Student Government Association Advisor. In the event that either the Secretary or Advisor is unable to count the ballots, the President of the Senate shall assist in the counting of the ballots.
3. Special Meetings of the Senate shall be convened as necessary. The determination of the date and time of such meetings shall be determined by majority vote of the Senate and the place of such meetings shall be determined by the President of the Senate.
4. The distribution of nomination petitions, petitions for disciplinary action, or other types of sign-up sheets shall be prohibited during meetings of the Senate.
5. Campaign materials and other types of campaign-related paraphernalia, including speeches and other statements of campaigning, may not be presented, distributed, or otherwise made visible during meetings of the Senate. This rule is waived during those meetings when either the Agenda Committee or the Student Senate have agreed to allow campaign presentations by candidates.
6. All votes shall initially be by voice vote. Any voting member of the assembly may request a division of the assembly, or hand count. Ballot and roll-call votes may be requested by any voting member of the Senate, so long as at least 10% of the Senators present agree to such a request. Votes relating to elections shall always be by ballot.
7. Meetings of the Student Senate may be canceled due to unforeseen circumstances. Such action must occur at least twenty-four (24) hours prior to the intended call to order of the meeting. The Secretary shall notify the members of the Senate of the meeting's cancellation.
8. These standing rules may be amended or otherwise altered or suspended in accordance with Robert's Rules of Order, Newly Revised.
9. These standing rules shall be in effect until repealed by the Senate.

Approved April 2, 1997

A Beginner's Guide to Ball State Student Senate

Introduction:

Long-standing members of Student Senate often take for granted the procedures by which the body acts, leaving younger members and observers to fend for themselves and learn through experience and trial-and-error. This document is a small attempt to rectify this situation.

Student Senate is the legislative branch of Student Government Association, meaning that its purpose is to consider bills, amendments, and resolutions on the part of Ball State students, Student Government Association, and Student Senate, as appropriate. The act of formulating quality legislation will be discussed in another document.

The Players:

As leaders among student leaders, all of the following people are very important to the smooth operation of Student Senate. It is important to keep all of them informed of actions that Senators, Caucuses, and Committees are planning. Keeping them informed is courteous and aids the function of Senate and Student Government Association as a whole.

President of Student Government Association - The President of the Student Government Association is responsible for the appointments of directors and student representatives to Student Campus Life Council (SCLC) which must be approved by Senate. The SGA President does not have voting privileges in Senate, but often is asked to address the body and give input on issues. Outside of the meeting the President has the power to veto legislation that has been passed.

President of Senate - The Vice President of Student Government Association is also the President of Senate. He/she presides at all Senate meetings and at Agenda meetings. The President of Senate has voting rights in the case of a tie, at which time he/she can cast the tie-breaking vote.

President Pro-Tempore of Senate - Nominated and elected from among the Legislative Branch, this person works with the President of Senate to act as an executive/legislative link. He/she has voting rights but serves on no specific committee, being an unofficial members of all committees and the person who appoints all Senators to standing committees. The Pro-Tempore serves as a 'trainer' on Senate procedures, chairs the Finance Committee, and chairs Senate meetings when the President of Senate is unable.

Parliamentarian - The Parliamentarian is selected by the President of Senate and serves as a resource on Parliamentary procedures. He/she sits on the Agenda Committee and serves as chair of the Rules and Constitution Committee.

Secretary - The Secretary of Senate is also the secretary of the Executive branch. This person is responsible for recording the actions of Senate and Agenda. He/she also has no voting rights and is the final and only official voice in excusing absences and tardiness.

- IX. Committee Meetings
- X. Committee Reports
- XI. Legislation
- XII. Announcements
- XIII. Roll Call
- XIV. Adjournment

The Meeting:

The basis for Parliamentary Procedure is to create a system in which the rights of all members of a body are secured. In its Bylaws, Student Senate designates that it will operate under Robert's Rules of Order - the most popular procedural guide - in the conduct of its regular business meetings. Robert's Rules can be unwieldy at times, however, so few organizations use Robert's Rules to the letter. Most organizations use Robert's Rules to guide general operation, allowing themselves to diverge from the letter of Robert's Rules for the sake of functionality. Student Senate is one of these basic groups. There is no harm done in this divergence as long as the basic rights of the members of Senate are preserved.

Voting members of Senate are those people voted in during election time, elected or appointed by their Residence Halls, or appointed to Senate by Credentials Board's nomination and Senate's approval. There are a few different types of Senators, including At-Large, On-Campus, Off-Campus, Freshman, and Graduate. For the most part, constituency is obvious, but while each Senator has a primary constituency of one of the above, Senators must also consider the well-being or better good of all students and Ball State as a whole in making their decisions as Senators.

When the gavel drops to call Senate into order, the meeting is officially underway. Roll is called by the Secretary, who insures that there is quorum for conducting official business. Quorum is a majority of the full voting membership of Senate. The Secretary is solely responsible for excusing absences from Roll Call. If there is any reason that a Senator believes that he/she will miss Roll Call, they should attempt to get a proxy - an official substitute - for the beginning of the meeting. If the senator can not find a proxy they should at least call in, giving notification that they will be tardy or absent.

Mechanics:

Here are a few of the mechanisms of Senate Parliamentary Procedure and how they affect the basic order of Student Senate. When voting members are mentioned, it also includes their official proxies.

"The Chair" of Senate is its President or that person to whom he/she turns over the operation of the meeting. It is inappropriate for an acting Chair to speak on an issue or make a motion, so when a Chair feels the need to do so, he/she must turn over the running of meeting to another. The President of Senate hands the gavel to the Pro Tempore for this reason.

"The floor" refers to speaking rights at any given time. If the Chair recognizes a Senator and gives that person the floor he/she is allowing the Senator to speak.

no objection, we will move into a vote." When this happens, each Senator can take the opportunity, if they wish, to protest the assumption of the Chair. If an objection is heard, the longer form of procedure should be followed, ensuring that the rights of the objecting member are preserved. If a Senator feels as though the Chair is making improper assumptions, that Senator always has the right to object. Usually, though, this sort of short-cutting speeds up the meeting without harming anyone, and is welcomed by the voting members. The primary other short-cuts area that should be mentioned here is the acceptance of proxies. The Chair of Student Senate often presumed that, unless he/she hears an objection, Senate has no objection to the proposed proxies.

There are a couple more ways to ensure your rights in Senate. There are several "Points" that can be made spontaneously to ensure that your rights are being upheld. For example, if the current speaker is inaudible to a Senator, that person has the right to say, "Point of personal privilege: I cannot hear the speaker," effectively instructing the speaker to talk louder. Every Senator has a right to hear discussion, and this is one means of ensuring that right.

If a Senator believes that Parliamentary Procedure is being improperly handled, he/she can call out, "Point of order," and then detail the breach in procedure. A "Point of information" can be made when a fact is misrepresented or incorrect information is being accidentally offered to Senate. These "Points" can ensure that all Senators are treated fairly.

Most of the main points of procedure in Senate have been covered, but there is a lot more which can affect the way Senate is run. Just remember that there is a Parliamentarian in Senate to help anyone that does not understand the procedure that is being followed and to ensure that Parliamentary Procedure is followed appropriately. Take time out to talk to the Parliamentarian if you have any questions.

Senate Committee Rights and Responsibilities

1. Each committee shall elect a chairperson and secretary. The responsibilities of the committee officers are as follows:
 - A. The chairperson shall call and preside at all committee meetings and prepare the agenda. The chairperson shall provide leadership and coordination of the work of the committee.
 - B. The secretary shall keep minutes of the meeting and shall serve as committee chairperson in the absence of the chairperson.
 - C. The Senate Committee Report Form shall be filled out and signed by the chairperson. The report must be submitted to the Secretary of the Senate within three days after the committee meeting.
2. Each committee shall have the right to draft legislation in the areas of concern as mandated by the By-Laws.
3. Each committee has the power to review the programs and operations of each executive department within its area of concern as described by the By-Laws.
4. Each committee has the right to request the presence of any member of the Executive Branch to provide information necessary to the committees work.
5. In areas of conflict between two or more committees, the committees shall create a temporary joint sub-committee to deal with the matter.
6. When a committee is assigned legislation for action by the Agenda Committee, each committee has five possible courses of action:
 - A. The committee may give the legislation a "Do Pass" recommendation and forward it to the Senate via the Agenda Committee.
 - B. The committee may amend the bill as it believes necessary, then forward it with a "Do Pass" recommendation to Senate via the Agenda Committee.
 - C. The committee may vote to table the bill, thus leaving the bill in committee for an indefinite period, until a motion is made to bring it to the floor of the Senate.
 - D. The committee may amend the legislation and still give a "Not Pass" recommendation and forward it to the Senate via the Agenda Committee.
 - E. The committee may give the legislation a "Not Pass" recommendation and forward it to the Senate via the Agenda Committee.
7. The committee via its chairperson or representative should be able to explain to explain to the Senate the merits of legislation it sponsors. When legislation is

Student Association Elections Code

Preamble

The purpose of the Student Association Elections Code is to insure impartiality, fairness and consistency in Student Association Elections. The following rules apply to all Student Association Elections.

Article I Elections Board

Section 1. Authority: Full authority on all Student Association election matters shall lie with the Student Association Elections Board, hereafter referred to as the Board. The Board shall follow this Elections Code except as approved by two-thirds of Student Senate.

Section 2. Board Officers: The following shall be officers of the Board:

- A. Chair: The Chair shall:
 - 1) Be appointed in accordance with the Student Association Constitution and Bylaws.
 - 2) Appoint the Board in accordance with the Student Association Constitution and Bylaws.
 - 3) Call meetings and prepare an agenda with the assistance of the Secretary.
 - 4) Oversee the operations of the Board.
 - 5) Chair meetings of the Board.
 - 6) Be accountable for all operations of the Board.
- B. Sheriff: The Sheriff shall:
 - 1) Be appointed by the Chair with the approval of the Board.
 - 2) Be responsible for assessing fines.
 - 3) Be responsible for monitoring campaigns and enforcing campaign regulations.
- C. Secretary: The Secretary shall:
 - 1) Be appointed by the Chair with the approval of the Board.
 - 2) Take minutes at all Board meetings.
 - 3) Assist the Chair in drawing up an agenda for meetings of the Board.
 - 4) Act as Chair at meetings of the Board in the absence of the chairman.
- D. Treasurer: The Treasurer shall:
 - 1) Be appointed by the Chair with the approval of the Board.
 - 2) Be responsible for monitoring financial statements of candidates.
 - 3) Be responsible for notifying candidates of fines and collection of all fines.
 - 4) Be responsible for collecting and distributing bond payments or the remainders thereof.

- Section 3. Members of the Board:
- A. Qualifications:
 - 1) Must be enrolled as a Ball State Student.
 - 2) Cannot be a candidate for student office within ninety days prior to the election for that office.
 - 3) Cannot campaign for any candidate.
 - B. Responsibilities:
 - 1) Members of the Board shall do such things as are necessary for the preparation, execution and completion of an election and which have been assigned by the Chair.
 - 2) Members of the Board shall report violations of the Election Code to the Sheriff.

Article II
Time of Elections and Offices to be Elected

- Section 1. Regular Elections:
- A. Fall Election
 - 1) The Fall Election shall include the following races:
 - a) 2 Graduate Senate Seats
 - b) 6 Freshman Senate Seats
 - 2) The Fall nomination convention shall be held on or before the third Tuesday of the Fall semester.
 - 3) The election shall be held on the Monday and Tuesday of the fifth week of the Fall Semester.
 - 4) Fall Election terms shall be from the September election until the close of the Spring Semester.
 - B. Spring Election
 - 1) The Spring Election shall include the following races:
 - a) 1 Student Association Presidential Slate
 - b) 17 Off-Campus Senate Seats
 - c) 10 At-Large Senate Seats
 - d) 5 University Senate Seats
 - e) 5 Judicial Court Justiceships
 - 2) The Spring nomination convention shall be held on or before the Tuesday before Spring Break.
 - 3) The election shall be held on the second Monday and Tuesday following Spring Break.
 - 4) Spring Election Terms shall be from Spring Installation of Officers to Spring Installation of succeeding Officers.
 - C. On-Campus elections shall take place in accordance with the constitutions of the individual residence hall districts.

- Section 2. Run-off Elections:
- A. If the Board determines that a Fall run-off election is necessary then it shall be held on the sixth Monday and Tuesday of the Fall semester.
 - B. If the Board determines that a Spring run-off election is necessary then it shall be held on the third Monday and Tuesday after Spring Break.

- Section 3. Ties in Run-Off Elections: In case of a tie in a run-off election, the winner(s) shall be determined by the Student Senate in a vote by secret ballot.

- Section 4. Referendums: The Board shall have full authority in presenting referendums to the study body. The Board shall present referendums only when directed to do so by Student Senate.

Article III Eligibility Requirements

- Section 1. Enrollment: In order to be eligible for candidacy for any office the student must be currently enrolled at Ball State University and may not be on academic probation.
- Section 2. Each office will also have the following requirements:
- A. Presidential slate: Each slate must contain four (4) students who each must have completed forty-five (45) semester hours and have a full-time equivalency status at the time of nomination..
 - B. Judicial Court Judges: must have at least forty-five (45) semester hours completed.
 - C. All Senators must be members of their respective constituencies.
- Section 3. No student may run for office who has been a member of the Board during the ninety (90) days preceding the election in which he/she seeks to run.

Article IV Nomination Procedure

- Section 1. Petitions and Forms:
- A. The election packet shall become available by the first Monday of the Fall semester by 9:00 am for the Fall election and three Mondays before Spring Break for the Spring election by 9:00 am.
 - B. The election packet shall remain available until the posting of the official ballot.
 - C. The election Packet contains:
 - 1) The Nomination Form;
 - 2) The Candidate Information Letter
 - 3) An election calendar;
 - 4) All preelection Board rulings including campaign expenditure limits and Code violation fines;
 - 5) This Elections Code;
 - 6) An appropriate Bond Payment Form;
 - 7) The necessary number of stamped, dated Nominations Petitions;
 - 8) The appropriate Candidate Campaign Form;
 - 9) The Campaign Information Form;
 - 10) The Candidate Checklist and Receipt.
 - D. The Election Packet shall contain no other documents except as directed by a two-thirds (2/3) vote of Student Senate.
- Section 2. Nomination Convention:
- A. Only nominations accompanied by forms specified by the Board will be accepted at this convention.
 - B. Students unable to attend this convention may send a proxy.

- C. Any student verbally nominated by an eligible voter shall be a nominee.
- D. Nominees shall be candidates after fulfilling the following requirements:
 - 1) Filing all forms designated by the Board, including a petition for candidacy containing at least the number of signatures required for the office nominated as indicated below:
 - a) Presidential Slate - 400 student signatures
 - b) Judicial Court Judge - 50 students
 - d) Off-Campus, Graduate, Freshman, and At-Large Senators - 50 students
 - e) Student Representatives to University Senate - 50 students
 - 2) The Board may verify the required signatures and eligibility of any candidate or slate. The Board shall disqualify any candidate or slate whose signatures cannot be verified or who does not meet the eligibility requirements.
- E. The Board shall make public the names of all candidates at this meeting.
- F. All candidates are personally responsible for the words and actions of the person officially listed on the candidate's or candidates' Nomination Form as a nominator as those actions apply to this Election Code.

- Section 3. Late Nominations: In the event that the nomination convention produces a number of candidates less than the number of seats available in a given race, late nominations may take place.
- A. Late nominees must file all forms no later than 5:00 PM on the day preceding the posting of the official ballot.
 - B. Late nominees cannot campaign until after the official ballot has been posted.

Article V

Manner of Elections

- Section 1. If the number of eligible candidates is equal to or less than the available number of seats in any race after 12:00 Noon seven (7) days prior to the election, that particular race may be canceled resulting in the candidate or candidates appointment en masse with the approval of two thirds (2/3) of Student Senate.

- Section 2. Location and number of polls:
- A. Fall Election polls shall be located at no less than three (3) sites. Location of polls shall be determined by the Chair with the approval of the Board.
 - B. Spring Election and referendum polls shall be located at no less than three (3) sites. Location of polls shall be determined by the Chair with the approval of the Board.
 - C. Location of polls shall be made public by the Board before the conclusion of the Nomination Convention.

- Section 3. Withdrawing from Candidacy: Candidates may withdraw from an election by filing a form approved by the Board with the Chair no later than 5:00 p.m. on the day before the posting of the official ballot. Any vacancy in a slate may be replaced no later than 5:00 p.m. on the day before the posting of the official ballot by filing a form approved by the Board with the Chair.

- Section 4. Ballot position:
- A. Names shall appear on the ballot in the order determined by the Board through a random drawing to be held no less than seven (7) days prior to the election.
 - B. Names of candidates shall appear on the ballot as provided by the candidate on a form approved by the Board.
 - C. All candidates' names shall be posted, in final ballot form, seven (7) days prior to the first day of elections.
 - 1) The ballot shall be posted for a period of 48 hours in the Student Association office for the candidates' approval.
 - 2) After this 48 hour period, there will be no alterations to the ballot.
 - D. No party name logos, slogans, etc., shall appear on the ballot.

- Section 5. Room:
- A. The Board shall be provided with suitable, locked room the days of an election from 6:00 am of the first day of voting until the tallying of the vote is completed.
 - B. This room shall be closed to all persons, except members of the Board and those authorized by the Chair.
 - C. If no other suitable room is available, the Student Association Executive office shall be used.

- Section 6. Election hours: At least three polling sites for an election must be open from 7:45 am to 6:45 p.m. each election day.

- Section 7. Voter Eligibility: Each student may cast only one (1) ballot in each Student Association election, a student must:
- A. Have his/her current Ball State Student I.D.
 - B. Be a member of the constituency of the office for which he/she is voting.

- Section 8. Manner of Election: Elections shall be conducted as follows:
- A. Paper ballots
 - 1. A Board official shall deliver the sealed ballot box, a sufficient number of ballots, a sufficient number of Braille ballots and list of eligible student voters to each polling site prior to 7:45 a.m. on each election day.
 - 2. The poll site shall be staffed as follows:
 - a) No less than two (2) poll workers shall remain at the poll site at all given times, though members of the Elections Board may themselves remain at a poll site alone.
 - b) No candidate whose name appears on the ballot, nor their campaign managers, nor their campaign treasurers shall be permitted to work at a poll site at any given time.
 - 3. Upon being approached by a prospective voter, the poll worker shall:
 - a) Ask for current I.D.
 - b) Mark the decal affixed to the I.D.
 - c) Verify that the voter meets all requirements of Article V Section 7.
 - d) Mark off the voter's name from the list of eligible student voters.
 - e) Provide the voter a marking instrument and a ballot containing

only the offices that govern the constituency of which the voter is a member and instruct the voter as to their use.

- f) Direct the voter to place his/her completed ballot in the sealed box provided.
 - 4. Poll workers shall at no time handle a completed ballot.
 - 5. A Board official shall take possession of the ballot box subsequent to the closing of the poll at 6:45 p.m. each election day.
 - 6. No ballot box shall be opened until after the final day of elections.
- B. Electronic voting
- 1. Log on the VAX system
 - 2. Type "vote "at the dollar prompt
 - 3. Answer appropriate questions
 - 4. Complete ballot
 - 5. Log off the VAX system
- C. Mobility and visually disabled students shall have the right to allow a fellow student or faculty or staff member to assist in completing a ballot, but must be present at the polling site to exercise this right.

Section 9. Tallying the Votes: The votes shall be tallied by the Board. Only members of the Board, the faculty advisor to Student Association, and technical assistants approved by the Chair may be present upon the unsealing of the ballot boxes and the counting of the votes.

Section 10. Write-In Ballots:

- A. Write-in ballots will not be accepted.
- B. On ballots containing more than one office, only the vote(s) for the office(s) in which the write-in(s) is cast shall be voided.

Section 11. Declaration of Winners:

- A. Presidential Slate:
 - 1) The winner shall be the slate receiving a plurality of votes cast.
 - 2) Ties between two or more slates receiving the most votes shall be decided by a run-off election to be held one week after the original voting dates.
 - a) Open campaigning will be allowed from the time the run-off election is announced.
 - b) All campaign rules apply for this period of extended campaigning and the run-off election.
 - c) Slates will be allowed to spend an additional 15% of their original campaign maximum during the extra week of campaigning so that the whole slate's expenses does not exceed 115% of the original maximum.
- B. Other Offices:
 - 1) Candidates for other offices receiving a plurality shall be declared the winners.
 - 2) Ties:
 - a) If the results of the Presidential slate elections require no run-off election, those candidates who are tied shall be voted upon by the current student Senate body.
 - b) If the results of the Presidential Slate elections do require a run-off election, those candidates who are tied shall take part in a run-off election.
 - c) Individuals will abide by the same rules as slates for run-off elections

including being allowed to spend an additional 15% of their original campaign maximum during the extra week of campaigning so that the whole of the slate's expenses does not exceed 115% of the original maximum.

- Section 12. Announcement of winners shall take place in a public forum at a preannounced time and location within 24 hours of the completion of the second day of voting.
- Section 13. Recount and Verification: Any candidate(s) may request a recount or verification of signatures by filing the proper forms with the Chair by 5:00 p.m. three (3) days after the election in question.

Article VI Campaign Regulations

- Section 1. Each candidate/slate shall be responsible for adherence to this Election Code. Any candidate/slate may appoint a treasurer to be the contact person for the Board on all financial matters and/or a campaign manager to be the contact person in all other matters. The candidate/slate shall be ultimately responsible for violations of this Election Code.
- Section 2. Fund-Raising and Campaigning: All fund-raising and campaigning activities shall be conducted in strict accord with this Election Code, University policy, and local, state, and federal laws.
- A. All fund-raising expenditures (e.g. entertainment, food, etc.) are campaign expenditures, as governed by Article VI, Section 3.
 - B. The Chair shall be notified prior to any fund-raising event.
 - C. Campaigning shall include all public displays or statements of intent to run for an office of Student Association except for media reporting (e.g. articles, editorials) personal private conversations, and forms filed with the Board.
 - D. Candidates may begin campaigning upon the close of the Nomination Convention and shall end upon the conclusion of the election.
 - E. Campaigning on election day will be allowed, except that candidates and supporter may be restricted from campaigning within a range not exceeding 50 feet of each poll, with the specific distance determined by the Board and announced in the Candidate Information Letter.
 - F. Candidates must cease all campaign material from the University Computing Services 24 hours before the election.
- Section 3. Campaign Finances:
- A. All final limitations shall be set by the board in accordance to the limits in this Section and announced by the Board in the Candidate Information Letter.
 - 1) The Elections Board will set a limit equal to or less than \$100.00 for campaigns for each of the following races:
 - a) University Senate
 - b) Student Senate
 - c) Judicial Court
 - 2) The Elections Board will set a limit equal to or less than \$1000.00 for a Presidential slate's campaign.
 - B. The expenditure limit represents the value of campaigning goods or services, not

actual dollars spent by the candidates. At no time will volunteer campaign workers be computed as part of the expenditure limit.

- C. Each candidate shall maintain financial record of all money received and paid out for campaigning, which shall be updated and available to the Board within 24 hours of being requested by the Board.

Section 4. Advertising and Publicity: Campaigning and publicity shall be conducted in accordance with the following:

- A. Classroom buildings
 - 1) Posters not larger than 14" x 22" will be allowed in classrooms and hallways only on available bulletin boards.
 - 2) Posters and signs of any type will not be posted in either Emens Auditorium or the Administration Building.
- B. Campus grounds publicity
 - 1) Posters are not allowed on trees, campus buildings, sidewalks, pathways, utility poles, parking meters, and street signs and posts.
 - 2) The use of University banner space by candidates is prohibited.
- C. Residence Halls
 - 1) Publicity and campaigning of all forms shall be subject to the rules of each individual hall.
 - 2) All publicity and campaigning must be cleared with each individual hall director.
- D. Campaigning in snack bars and other areas shall be of a nature so as not to obstruct the normal functioning of the University.
- E. All signs and posters must be taken down within seven (7) days following the election.
- F. Candidates must follow Section 10 of the Student Code-Code of Ethics for Computers.

Article VII
General Regulations

Section 1. Violations: The Sheriff, based upon a preponderance of the approval of the Board, shall impose a penalty(s) upon any candidate/slate found in violation of this Elections Code.

- A. Determination of a violation will be made by a majority vote of the Board.
- B. The Sheriff, based upon the decision of the Board, shall impose an appropriate penalty upon any candidate/slate found in violation of this Elections Code, with the approval of the Chair.
- C. The maximum fine imposed on any candidate shall be 40% of the expenditure limit.
- D. If total penalties should exceed 40% of the expenditure limit, the candidate shall automatically be disqualified.
- E. Candidates may appeal any penalty imposed by the Board to the Judicial Court.
- F. Funds accumulated from fines: All monies accumulated by the Elections Board as a result of fines and campaign violations shall be deposited into an appropriate area as determined by the Student Government Association Treasurer with the approval of the Student Senate Finance Committee.

Section 2. Time: All times stated in this Elections Code refer to local time.

Section 3. Disclaimer clause: In case any part of the Student Association Elections Code is found in

violation of or contradictory to any of the following, only that portion in violation or contradiction shall be declared null and void:

- A. The Student Association Constitution;
- B. The Student Association Bylaws;
- C. Ball State University Regulations;
- D. Federal, state, or local laws.

Section 4. Amendments to this Elections Code must be presented in accordance with the Student Association Bylaws concerning amendments.

Section 5. Ratification: This Elections Code shall become effective upon two-thirds affirmative vote of the Student Senate. By approving this code Student Senate hereby nullifies all previous Election Codes.

Section 2

The Elections Board

Who are they?

The Elections Board (EB) is defined in Article 1 of the Elections Code. The six members are chosen and appointed by the EB chair with the approval of Student Senate. Members may not run in the election if they have served on the Board during the ninety days prior to the election. The Board can be made up of any six students at Ball State regardless of class standing, gender or majors. Nonetheless, it is probably a wise choice to have a diverse group of students. Each member of the EB will probably have specific responsibilities; therefore, it is advisable to appoint reliable, knowledgeable, motivated and enthusiastic individuals to best represent Student Government Association in all election matters.

How and when are they selected?

The selection process is at the discretion of the Elections Board Chair. Possibilities are to ask Student Senators, advertise in the Daily News or choose campus leaders. You may wish to require students to fill out an application, participate in an interview with you or do both of these things. The Board should be selected as soon as possible following your appointment to the office. Since Freshman elections are only about a month following the beginning of the Fall semester, the Board will need to begin preparation during the summer months.

The 1997 Board was comprised of three men and three women. Two of the members were current Student Senators, one was a past member of SGA. All had been in leadership positions within campus organizations and the group had a variety of majors and minors: History, Public Relations, Political Science, Criminal Justice, Speech Communication, Computer Science, Telecommunications and Campaign Communications. This variety helped in delegating authority to members who had at least basic knowledge in a field related to the task the member was to complete.

Officers

Although you serve as the chair of the committee, there are three other officers within the Board. These officers are appointed by the chair with the approval of the Board. There are no specific qualifications for each officer except that all are appointed from within the Board membership. You will appoint a secretary, a treasurer and a sheriff. The descriptions and responsibilities of each officer are delineated in Article 1, Section 2 of the Elections Code. One notable point is that the Secretary also serves as a "Vice-Chair" by acting as chair in your absence. The manner in which the officers are chosen is at the discretion of the chair. The 1997 Board officers were chosen by volunteerism and previous leadership experience with the specific duties of each office.

Congratulations!

I wanted to thank each of you for making it to Senate on such short notice and for sitting through "Positive Norming" so patiently. I'm guessing that you all want to know what you've gotten yourself into. . . so, here's a quick overview. Take your time and sift through all of this. It may take a little time but it will make our first meeting run pretty smoothly.

First, I've included an Elections Code for you. You might notice that the first section gives the seven of us all the power to do whatever we want--isn't that fun?! That's important because we CAN do whatever we want (within reason) if we think of things to do. That's the catch--we come up with new ideas and then implement them. Read through the code and you'll see what we HAVE to do. Then, take some time and think of other things that we can or want to do. (Examples might be the traditional debates or recruitment plans.) Because we are the final authority on "Election matters", we need to know what the Code says---read it, know it, love it!

Second, I've provided a copy of the Elections Packet that was distributed for the Freshman and graduate elections this year. It's a wonder we ever get anyone to fill this stuff out--it's overwhelming and just plain scary. Look through it and see if you can come up with ideas to condense it and still get everything we need or want in there. Bring your ideas to the next meeting and we'll cut and paste until we get it close to something more manageable. We have to move quickly on any changes to the Code so we can pass them through the Student Senate.

I need to appoint officers within the Board and I'm confident in each of you to do any of the jobs. If you are interested in any of the three positions (Sheriff, Secretary or Treasurer), please call me or let me know by Wednesday, November 13 so I can make those appointments at our first meeting. If no one calls me, I guess I'll just make something up.

Here's some calendar information for you so we won't have to take up too much time at our first meeting with dates and times. Go ahead and put them in your planners or get off work if you can. The elections calendar, you might notice, is in violation of the Elections Code. Therefore, it is pending Senate approval.

**Monday, November 18 3:00 SC 223 First general meeting
(Bring ideas and this packet of stuff--I'll get notebooks for you)

Monday, December 2 3:00 SC 223 Second general meeting
(We'll be assigning specific duties and deciding on changes to the Elections Code for Senate approval.)

Wednesday, December 4 3:15 Card. A Presenting changes to Senate

Monday, January 13 TBA TBA Welcome back meeting
(We'll be choosing a weekly meeting time through elections and catching up on what everyone has worked on.)

Wednesday, January 29

ELECTIONS PACKETS AVAILABLE

(This is the first day that people can pick up information, they will be available until 5:00 on February 17)

Monday, February 17	9:30 TBA	Nomination Convention
Monday, March 3	7:45-6:45	POLLS OPEN
Tuesday, March 4	7:45-6:45	POLLS OPEN
Tuesday, March 4	7:00-??	Count ballots and contact all candidates.
Wednesday, March 5	3:15 Card. A	Present results of election to Senate and media
Wednesday, March 26	3:15-6:30ish	Inauguration and Reception

Are you more or less confused now? Call me if you have questions or an idea that you just have to tell someone right now. My number is 284-9397, you can leave messages in my mailbox in SC 223 or call me there (285-8631). See you soon!

Section 3

Meetings of the Elections Board

How early and how often should the Board meet?

The decision on when to begin meeting is largely based on when you were appointed and how quickly you were able to assemble the Elections Board. Ideally, the Board should be appointed before the end of the Spring semester. As Finals and summer vacation approach, you may find that there is not time to formally meet. An alternative would be to obtain summer addresses of the Board members. This way, members can be contacted during the summer months with information about the first meeting, officer selection and Freshman election dates.

Meetings were held weekly during 1994-95 while the 1995-96 Board met every two weeks. In 1997, the Board met every two weeks until the election was only a month away. At this point, the meetings were held weekly. Although this schedule was less time-consuming for the members, it did create some last-minute stress as we rushed to make final preparations. Unfortunately, it cannot be determined if weekly meetings would have prevented this "rush." My suggestion would be to schedule weekly meetings. Then, if things are going smoothly, the Board can take a week off.

Topics that need to be covered at these meetings?

Topics are determined by you, the Chair. The records of past meetings that follow, can be used in helping you to set the agenda for each meeting.

In the pages that follow you will find:

- A) Records of past meetings**
- B) Suggestions for effective meetings and leadership/communicative styles**

Elections Board Meeting # 3

January 13, 1997

- I. Meeting Times (weekly)
- II. Vax Update (Bill)
- III. Debate Update (Shannon & Mike)
-- Moving 26th at Senate to the 19th
- IV. Elections Packet--Final Approval
- V. Polling Sites--Final Approval
- VI. Organizational Letter--Corrections & Approval
- VII. Ideas to give Daily News for stories and such
- VIII. Anything else??????
- IX. Adjournment

ELECTIONS BOARD
JANUARY 31, 1997

Meeting # 5

- I. Thank you's and such.
- II. Packet Update
- III. Elections Code Question-- Art. IV Section 3
- IV. Scheduling Update
- V. Vax Update
- VI. Debate Update
Need a contact for television stations
- VII. Gossip and Pre-campaigning regulations
- VIII. Violations/Fines
- IX. Adjournment

MINUTES FROM ELECTIONS BOARD MEETING

HELD NOVEMBER 18, 1996

- I. The Sheriff was chosen to be Bill Uhl, Shannon Bopp will serve as Secretary, and Amanda Hulman will serve as Treasurer.
- II. The budet for indivduals was set at \$50 and Presidential slates budgets were set at \$800.
- III. Improvements to the Elections Packet were discussed and Erin Kennedy will make the changes, in order to combine some forms in the sake of saving paper.
- IV. Shannon Bopp will talk to Charlie and reserve rooms for the debates. Mike Dart and Shannon Bopp will coordinate the debates and report on their progress. Amy Smith will reserve the room for the Candidate Information Night.
- V. Bill Uhl will make contacts to find out more about the possibility of vax voting for this year's election.
- VI. Advertising will be placed in the Daily News before upcoming events to inform the student body.
- VII. The recruiting process was discussed. The Board expressed determination to have elections in all elected postions this year. Organizational visits will be made in the hopes of creating interest. Letters will be drawn up and mailed to organizations with information on how to be in the elections.
- VIII. Polling sites were discussed and Amy will work on getting the approval of these sites for the election.

- IX. Goal Web was discussed. Our goals included having enough candidates for every position in order to have an election in those positions. They also included having more than 2 Presidential slates in the election.
- X Standing Rules were read over to inform the Board of our duties, responsibilities, and violations.
- XII. Meeting was adjourned at 3:45pm

MINUTES FROM ELECTIONS BOARD MEETING

HELD ON DECEMBER, 1996

- I. The next meeting was set for January 13th at 6:30pm
- II. Slate Expenditure Limit was discussed and set at \$800 officially.
- III. Debates were discussed. The ammount of Debates was set at 2, one would include the Presidential and Vice Presidential candidates. The other Debate would include the whole slate. The Forum Slate Debate will be held on Febuary 24th at 8:00pm in the Tally and will be televised. Mike will find a proctor and Shannon will reserve the Tally and get in touch with the television stations. The Presidential/Vice Presidential Debate will be held Febuary 20th at 8:00pm in the Multi Purpose Room in the Student Center. Mike will be in charge of getting panelists and Shannon will reserve the room.
- IV. Recruitment letters will be sent out to prominent student organizations. Organizational Visits will be held from January 26th - Feb 9th and Adam will arrange them with the fraternities and sororities. The current President and Vice President of the Student Government Association will also go on visits and speak on the Election Boards behalf.
- V. Presentation to Senate will be discussed at the next meeting.
- VI. Code violation fines will be set at a minimum of \$50 for any fine. Except in the instance of poster or sticker violations. Each candidate or slate will be charged \$10 for every

poster or sticker violation until the number exceeds 5
then will be charged a blanket violation of \$50.

VII. The meeting was adjourned at 4:25pm

PRESENTATION TO SENATE DECEMBER 4TH, 1996

I. Article 2 Section 1B

Amendment to change election days to before Spring
Break to help eliviate the costs incurred by candidates.
This also moves the run- off election dates up to March
6th.

II. Elections Packet contents were changed and the Code

Violations, Checklist Reciept will be on the same sheet
and the Nomination petitions will have extra slots.

MINUTES FROM ELECTIONS BOARD MEETING

HELD JANUARY 13, 1997

- I. Weekly meeting times will be decided upon later.
- II. Bill has talked to the vax guy and the program can be changed without a problem.
- III. Presentation to the Senate will be moved from the 26th to the 19th. Debates update: the panelists will consist of faculty administration and 2 students. The B-Building needs to be reserved for February 18th and another room needs to be reserved for that Thursday. WIPB will be contacted and WRCH will be called to find out what they can do with us as far as using VIS to broadcast.
- IV. Elections packets will be stamped to keep illegal ones out. 75 individual packets will be made and 10 slate packets will be made.
- V. Polling sites have been determined:
 - TC, Scramble light and Lafolette will be open all day on March 3rd and 4th.
 - Shuttle stops will be open from 7:45-10:15 on March 3rd and 4th.
 - Woodworth and the Library will be open from 10:45-6:45 on March 3rd.
 - Business Building and the Library will be open from 10:45-6:45 on March 4th.
 - Cooper will be open from 7:45-2:15 on March 3rd.

MINUTES FROM ELECTIONS BOARD MEETING

HELD JANUARY 31, 1997

- I. Thank you's should be given to Katie Haughn, Jim Fields, Kirk Tebo, Melissa, the receptionists, and the typing center employees.
- II. About 40 individual and 5 slate packets have been picked up.
- III. We will not change the elections code to include "that if an equal number of nominees as seats open" section.
- IV. February 2nd, 1997
Shannon will visit Zeta Beta Tau Fraternity at 6p.m.
Melissa and Bill will attend Lambda Chi Alpha Fraternity at 4p.m.
February 4th , 1997
Amy will visit Black Student Association at 5p.m.
Shannon will visit Baker/Williams at 9:30p.m.
- V. Voting will take place on the Vax and the World Wide Web.
- VI. WCRH will broadcast the Presidential and Vice Presidential debates live and the Forum debate will be taped and edited. Dean Mikesel will call Mike back to determine if he will be on the panel.
- VII. Meeting was adjourned at 3:40p.m.

Architecture Building will be open from 2:45-6:45 on
March 3rd.

VI. The Organizational letter will be changed to add the SGA logo
on the top and then was approved. They will be sent to
be copied Tuesday January 14th.

VII. An idea for the Daily News is to maybe cover the election in the
Your Turn Column.

VIII. Meeting was adjourned at approximately 4:10 p.m.

Every Chairperson Should Know

1. Start a meeting without an agenda.

2. State the purpose of the meeting at the beginning and

at the end.

3. Keep the meeting on track.

4. Be sure you are heard.

5. Avoid personal habits. Don't let the meeting break

down into a series of private conversations.

6. Speak to the whole group, not to an individual.

7. Encourage speakers talking clearly and audibly.

8. Summarize what has been said and get a decision, if the

meeting has been called for action as well as

discussion.

9. Call for a committee study when discussion shows

that the group is not coming to an agreement.

10. End the meeting without setting off

any

11. Do not argue with any speaker. The chairperson is the

moderator.

12. If necessary, get another chairperson to

take over the meeting.

13. If necessary, adjourn the meeting, ask a group for their

14.

15. Consider the comfort of all - temperature

16.

17. If necessary, ask a group for their

18. If necessary, ask a group for their

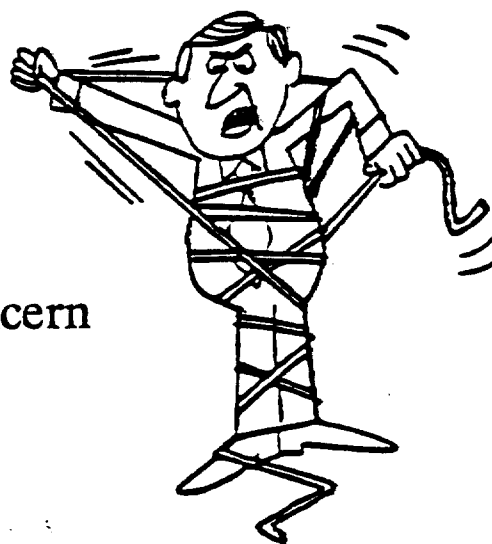
COMMUNICATION DO'S

1. Communicate Your Own Views
2. Provide Reasons
3. Share Expertise
4. Know What You are Talking About
5. Stick to Facts
6. Be Brief
7. Be Timely
8. Focus on Those Making Decisions
9. Praise
10. Say THANK YOU
11. Be Cooperative
12. Be Honest



COMMUNICATION DON'TS

1. Threaten
2. Berate
3. Ramble
4. Demand Commitment
5. Disrupt or Distract
6. Interrupt
7. Be Defensive
8. Act Like You Are The Only Concern
9. Call Subject Uninteresting
10. Preach
11. Stereotype
12. Gossip



TEN REASONS WHY LEADERS FAIL

1. *Inability to stay on the job to the end; failure to persevere in the task at hand.*
2. *Inability to accept responsibility and to exercise authority without belligerence.*
3. *Lack of self reliance - Lack of faith - Lack of zeal - Lack of enthusiasm.*
4. *Inability to be friendly and agreeable to all types of individuals and groups.*
5. *Failure to identify individual aims with group goals.*
6. *Lack of kindness, courtesy, consideration, appreciation, and sympathy in human relationships.*
7. *A tendency to suspicion, deceit, imposition, and dissimulation.*
8. *A negative, repressive, aggressive, destructive, abusive, bull-headed attitude - "The Blind Approach."*
9. *Lack of warmth or of spiritual and moral force.*
10. *Lack of intelligence, knowledge, education, or skill.*

Section 4

Election Packets

Purpose

The Elections Packet is designed to give interested students all of the information necessary to run in the upcoming election. It should be easy to read and understand and should follow the guidelines set forth by the Elections Code. According to the Code, packets must be available "by the first Monday of the Fall semester by 9:00 am for the Fall election and three Mondays before Spring Break for the Spring election by 9:00 am." (Article IV, Section 1, A) Packets shall remain available until the posting of the official ballot.

What must be included?

In Article IV, Section 1, C of the Elections Code, the contents of the packet are outlined. While every item must be in the packet, the items do not have to be on separate pages. In addition, if the Board decides that certain documents are unnecessary or that others need to be included, the items may be removed or added with a two-thirds vote of Student Senate. For example, the 1996 Elections packet included a transcript release form while the 1997 Board decided to have releases signed at the Nomination Convention. The following documents must be included:

- 1) *Nomination Form*
- 2) *Candidate Information Letter*
This document should welcome the student to participate in the election and give specific and simple instructions on how to get involved.
- 3) *Election Calendar*
This is covered in Section 14
- 4) *All preelection Board rulings*
Details are given in the Code. The Board should be as thorough as possible although it is the right of the Board not to reveal the amounts that will be charged as fines for various violations. Nonetheless, the Board should set and follow these amounts before the beginning of the campaign season.
- 5) *The current Elections Code*
- 6) *Bond Payment Form*
Bond payment amounts should be given in the Candidate Information Letter. Be sure to include information regarding whom checks and money orders should be payable. A receipt should also be available on the form or at the Nomination Convention.

7) *Nomination Petitions*

There is an Elections Board stamp in the SGA office. However, you may wish to create your own if the Board has developed a specific Election logo.

8) *Candidate Campaign Form*

9) *Campaign Information Form*

10) *Candidate Checklist and receipt*

The documents that follow are past packet inclusions that you may either use or alter to fit your needs. The orange disk included has all of the Election Packet documents.



Elections Packet

Contents

_____ Candidate Information Letter/Elections Calendar

_____ Elections Code

_____ Candidate Intention/Bond Payment Form

_____ Nomination/Campaign Information Form

_____ Nomination Petitions
 Individual Candidates - 2 forms
 Presidential Slates - 16 forms

_____ Campaign Expenditure Report

Receptionist Signature

Date

.....
Packet Received By: _____

Type Of Packet: (circle one) Presidential Individual

Date: _____

*Please tear off receipt and drop in locked red box before leaving this office.
Thank You.

CANDIDATE INFORMATION/ ELECTIONS CALENDAR



Congratulations!

You have taken the first step in becoming a member of the 1997-98 Student Government Association. We would like to thank you for your interest and encourage you to fully participate in the election process. While there are necessary forms and petitions within this packet, its main purpose is to keep you informed of Election happenings. Please become familiar with the Elections Code. You can use the checklist below to ensure that you have everything you need to execute a successful campaign. Questions, comments and concerns can be voiced to the Elections Board at any time. Contact Amy Smith, Elections Board Chair, at 284-9397 or e-mail her at 11amsmith.

Thank you and Good Luck,
The Elections Board

Important Elections Board Rulings

Nomination Convention (Article IV, Elections Code)
+February 17, 1997 9:30 p.m. Cardinal Hall B
+Bond Payment - \$25 due at Nomination Convention

Expenditure Limits (Article VI, Elections Code)
+\$50 for general election
+\$7.50 in the event of a run-off election

Minimum Fine for Violations of Elections Code
+\$50 as approved by Elections Board

Elections Calendar (Open Campaign Season following Nomination Convention through close of polls on Tuesday, March 4)

Monday, February 17 - Nomination Convention, 9:30 p.m., Cardinal Hall B
Wednesday, February 19 - Candidates address Student Senate, 3:15 p.m.
Thursday, February 20 - Pres./V.P. Debate, SC Multipurpose Rm., 8 p.m.
Wednesday, February 26 - Presidential Slate Forum, SC Tally, 8 p.m.
Monday, March 3 - Polls open, 7:45 a.m. to 6:45 p.m.
Tuesday, March 4 - Polls open, 7:45 a.m. to 6:45 p.m.
Wednesday, March 5 - Announcement of winners at Student Senate, 3:15 p.m.

CANDIDATE INFORMATION/ ELECTIONS CALENDAR



Congratulations!

You have taken the first step in becoming a member of the 1997-98 Student Government Association. We would like to thank you for your interest and encourage you to fully participate in the election process. While there are necessary forms and petitions within this packet, its main purpose is to keep you informed of Election happenings. Please become familiar with the Elections Code. You can use the checklist below to ensure that you have everything you need to execute a successful campaign. Questions, comments and concerns can be voiced to the Elections Board at any time. Contact Amy Smith, Elections Board Chair, at 284-9397 or e-mail her at 11amsmith.

Thank you and Good Luck,
The Elections Board

Important Elections Board Rulings

Nomination Convention (Article IV, Elections Code)

+February 17, 1997 9:30 p.m. Cardinal Hall B

+Bond Payment - \$100 due at Nomination Convention

Expenditure Limits (Article VI, Elections Code)

+\$800 for general election

+\$120 in the event of a run-off election

Minimum Fine for Violations of Elections Code

+\$50 as approved by Elections Board

Elections Calendar (Open Campaign Season following Nomination Convention through close of polls on Tuesday, March 4)

Monday, February 17 - Nomination Convention, 9:30 p.m., Cardinal Hall B

Wednesday, February 19 - Candidates address Student Senate, 3:15 p.m.

Thursday, February 20 - Pres./V.P. Debate, SC Multipurpose Rm., 8 p.m.

Wednesday, February 26 - Presidential Slate Forum, SC Tally, 8 p.m.

Monday, March 3 - Polls open, 7:45 a.m. to 6:45 p.m.

Tuesday, March 4 - Polls open, 7:45 a.m. to 6:45 p.m.

Wednesday, March 5 - Announcement of winners at Student Senate, 3:15 p.m.

CANDIDATE INTENTION/ BOND PAYMENT FORM

This form must be submitted at the Nomination Convention.



CANDIDATE INTENTION

We hereby announce our intent to run as a presidential slate. We agree to abide by the rules outlined in the Student Government Association Elections Code, the Candidate Information Letter, and other Elections Board rulings. We also understand that should we violate these rules, we may be subject to a reprimand, fine, or even disqualification of candidacy.

Signature of Presidential Candidate	Date	Campus Address	Phone
-------------------------------------	------	----------------	-------

Signature of Vice-Presidential Candidate	Date	Campus Address	Phone
--	------	----------------	-------

Signature of Secretary Candidate	Date	Campus Address	Phone
----------------------------------	------	----------------	-------

Signature of Treasurer Candidate	Date	Campus Address	Phone
----------------------------------	------	----------------	-------

BOND PAYMENT

We, as members of the _____ Slate, understand that this bond of \$100 will be held against possible violations of the Student Government Association Elections Code. We further understand that this bond will be forfeited in part or in whole if we are found guilty by the Elections Board of such violations. We are also entitled to appeal any findings of the Board with the Judicial Court. If we do not violate the Code, our bond will be returned in whole within two weeks of the elections.

*Bond is payable **only** as a money order or personal check made payable to the Student Government Association.*

Signature of Presidential Candidate	Date
-------------------------------------	------

Check/Money Order ID# _____

Signature of Elections Board Treasurer	Date
--	------

NOMINATION FORM/ CAMPAIGN INFORMATION FORM

This form must be submitted at the Nomination Convention.



NOMINATION

I, _____, hereby nominate the following presidential slate:

(Print names as candidates wish them to appear on ballot)

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Signature of Nominator

Date

We accept the nomination to run as a presidential slate.

Signature of Presidential Candidate

Date

CAMPAIGN MANAGER/TREASURER APPOINTMENT

We hereby appoint _____ as our Campaign Manager and _____ as our Campaign Treasurer.

We understand that our Campaign Manager and Campaign Treasurer will be contacted by the Elections Board on matters pertaining strictly to their positions. We further understand that we will be responsible should they violate the Elections Code.

Signature of Presidential Candidate

Date

Student ID Number

Verified By

NOMINATION FORM/ CAMPAIGN INFORMATION FORM

This form must be submitted at the Nomination Convention.



NOMINATION

I, _____, hereby nominate _____
for the position of _____.

Print name as candidate wishes it to appear on ballot

Signature of Nominator

Date

I accept the nomination for the position of _____.

Signature of Candidate

Date

CAMPAIGN MANAGER/TREASURER APPOINTMENT

I hereby appoint _____ as my Campaign Manager and
_____ as my Campaign Treasurer.

I understand that my Campaign Manager and Campaign Treasurer will be
contacted by the Elections Board on matters pertaining strictly to their positions.
I further understand that I will be responsible should they violate the Elections Code.

Signature of Candidate

Date

Student ID Number

Verified By

NOMINATION PETITION

CANDIDATE'S NAME:

— OFFICE SOUGHT:

ELECTION DOCUMENT



NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

— NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

— NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

NAME _____
ID# _____ PHONE# _____

CAMPAIGN EXPENDITURE REPORT

This form is due by 5 p.m. the first Friday past Election Day in SC 223. Additional forms available upon request.



Date Received: _____
Received By: _____
Candidate's Name: _____
Position: _____

Receipts (originals or photocopies) should be attached for any item purchased. For items donated, retail value should be reported along with the name and phone number of someone qualified to vouch for the value.

ITEM PURCHASED	DATE PURCHASED	VALUE	LOCATION OF PURCHASE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL PURCHASES:			\$ _____

ITEM DONATED	DATE DONATED	VALUE	REFERENCE PERSON & PHONE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL DONATIONS:			\$ _____

TOTAL PURCHASES: \$ _____
+
TOTAL DONATIONS: \$ _____

TOTAL EXPENDITURES: \$ _____

Section 5

Nomination Convention

When...Where...What?

Article II, Section 1, A, points 2 and 3 give the deadlines for holding the Nomination Convention. When choosing the date, remember that the official campaign season begins upon the close of the convention. Once you have decided on a date for the event, a time must be chosen. Although this seems like a simple task, the convention must be convenient for the majority of students. In addition, the location of the event must be convenient. Once you have chosen the date and time, go to Student Center Reservations and speak with the Director about what campus space is available for the event. This is one of the most important nights of the election. Generally, an unsuccessful convention will result in an unsuccessful election. So, be prepared!

Preparation

Preparation for the Nomination Convention includes advertising, making an agenda, preparing the Board and remaining calm. Once you have successfully gotten the word out about the election and given out tons of packets to interested students, the Nomination Convention is the next step. This step is not just for the Elections Board, but for the potential candidates. Each potential candidate must understand that this event is crucial. This can be done by including the time and location in the Elections Packet, advertising and placing reminders in the Daily News or with campus media, and by calling students who picked up packets to remind them of the event and answer any questions they may have.

The agenda is fairly simple. The Board will need to decide what information needs to be introduced or reiterated to the candidates. The Elections Calendar should be one of these items. Secondly, the actual nominations must take place and the names of all candidates should be read at the close of this section. Finally, the candidates can be thanked, encouraged and sent off to begin their campaigning.

If the Board assisted in setting the agenda, they are already somewhat prepared. Your job as the Chair is to ensure that all of the Board members are aware of their responsibilities and are fully prepared to accomplish the tasks set before them. Recognizing the strengths and weaknesses of each member will help you to decide which tasks are best suited for certain members.

By remaining calm and in control, you will help the other members feel more at ease. While you probably have specific goals for this event concerning the number of candidates in each race, be prepared to make announcements concerning late nominations if these goals are not met.

Past Agendas and Topics Covered

Included here are past agendas for this event, transparencies that were used at the event and agendas that were given to the members of the Board. These agendas were more in depth and gave specific topics that needed to be covered. Please remember to add your own documents to this section for future reference.

Late Nominations

Upon the close of Nomination Convention, if there is not a number of candidates equal to or exceeding the necessary number for a particular race, late nominations can be accepted. The same election documents can be used for these nominations and the Board will set the deadline for receiving these nominations in compliance with the Elections Code. The official ballot must be posted seven days prior to the first day of Elections for candidate approval. Therefore, the Code states that the deadline for late nominations must be by 5:00 pm on the day before the posting of the official ballot.

If the late nominations result in a race for a seat that was previously uncontested, all candidates for that office must be notified. When notifying candidates, you may speak with either the candidate or the campaign manager. This is true for all information except for information dealing with campaign finances. In this case, the campaign treasurer or the candidate should be notified.

It's finally here! Last minute Details

The day before: Check to make sure the room request is still there.

The night of: Are your transparencies all in order?

Are there tables in the room and are they where you want them?

Did you bring a water pitcher/glasses for the Board?

Do you have enough chairs in the room?

Are the Board members there? (Assign someone to call the late ones)

As you encounter your own last minute details...handle them with ease and patience. Then, write them here so others won't have the same mess!

Given to Board members

Nomination Convention
February 17, 1997
9:30 Cardinal Hall B

- | | | |
|--------------|---|---------------------|
| I. | Welcome
-Call to Order
-Give agenda for the evening
-Introduce the Elections Board | Amy |
| II. | Elections Calendar Review and Update
-See attachment #1 | Mike/Shannon |
| III. | Polling Sites | Adam |
| IV. | Vax voting/ WWW information | Bill |
| V. | Finances
-Bond Payment
-Expenditure Reports/Limits
-Fines | Amanda |
| VI. | Declaration of Winners | Erin |
| VII. | Nomination of Candidates
-Judicial Court
-University Senate
-Off-Campus Senate
-At-Large Senate
-Presidential Slate | Amy |
| VIII. | Conclusion
-Board information
(phone numbers/names posted)
-Good Luck
-Adjournment | Bill |

NOMINATION CONVENTION

FEBRUARY 17, 1997

- | | | |
|-------|--|---------------------------|
| I. | Introduction | Amy Smith |
| II. | Elections Calendar | Shannon Bopp/Michael Dart |
| III. | Polling Sites | Adam Guyot |
| IV. | Vax/WWW information | William Uhl |
| V. | Finances | Amanda Holman |
| VI. | Declaration of Winners | Erin Kennedy |
| VII. | Nomination of Candidates
-Judicial Court
-At-Large Senate
-University Senate
-Off-Campus Senate
-Presidential Slate | Amy Smith |
| VIII. | Conclusion & Adjournment | Amy Smith |

transparency

ELECTIONS CALENDAR

Campaign Season	Close of Convention - 6:45 pm on March 4
Daily News Pictures	Immediately following Convention
Address to Student Senate	Wednesday, February 19 3:15 Cardinal Hall B
Presidential/VP Debate	Thursday, February 20 8:00pm Multipurpose Rm
Late Nominations (if applicable)	Due by Thursday, February 20 at 5:00 pm
Posting of the Official Ballot	Friday, February 21 at 4:00 pm in SC 223
Presidential Slate Forum	Wednesday, February 26 8:00pm~10:00pm SC Tally
Polls Open	Mon/Tues 7:45 am - 6:45 pm Various locations

Elections Calendar

Nomination Convention

Campaign Season	Close of Convention - 6:45 pm on March 4
Daily News Pictures	Photographs will be taken in the hallway immediately following your nomination
Address to Student Senate	Wednesday, February 19 3:15 Cardinal Hall B -If this time is a problem see Amy Smith immediately following this convention
Presidential/VP Debate	Thursday, February 20 8:00pm Multipurpose Rm Participants arrive at 7:00 in SGA Office SC 223 Set-up of debate (Opening, Q&A, Closing)
Late Nominations (if applicable)	Will be taken in the SGA office SC 223 until Thursday, February 20 at 5:00 pm
Posting of the Official Ballot	Friday, February 21 at 4:00 pm in SC 223
Presidential Slate Forum	Wednesday, February 26 8:00 SC Tally Presidential Slates & arrive at 7:00 in SC Tally Audience members will ask ALL questions
Polls Open	Mon/Tues 7:45 am - 6:45 pm Various locations
Candidate Notificaiton	All candidates will be notified by telephone as soon as all votes are verified and tallied. Please provide the # at which you can be reached that evening when you turn in your forms.
Announcement of Winners	Wednesday, March 5 at 3:15 in Card. Hall B

SPRING ELECTION POLLING SITES

MONDAY

Teacher's College Concourse	7:30am-6:45pm
Scramble Light	7:30am-6:45pm
Lafollette Concourse	7:30am-6:45pm
North Shuttle Bus Turnaround	7:30am~10:15am
South Shuttle Bus Turnaround	7:30am~10:15am
Cooper Science	7:30am~2:15pm
Woodworth (B/W side)	10:30am-6:45pm
Library	10:30am-6:45pm
Architecture Building	2:30pm-6:45pm

TUESDAY

Teacher's College Concourse	7:30am-6:45pm
Scramble Light	7:30am-6:45pm
Lafollette Concourse	7:30am-6:45pm
North Shuttle Bus Turnaround	7:30am~10:15am
South Shuttle Bus Turnaround	7:30am~10:15am
Whittinger Business Building	10:30am-6:45pm
Library	10:30am-6:45pm

Section 6

The actual Election

Timeline

The creation of a timeline is entirely up to the Elections Board. In setting the Elections Calendar (Section 12), this will be done. The main difference in the timeline and the calendar is that the calendar is for everyone while the timeline is for the Board. You may wish to set it or to have the Board help with this task. It should include topics that need to be discussed or acted upon at each of the Board meetings. The 1997 Board did not have such a document. This is only a suggestion that may help in the execution of a successful election. If you choose to use this tool, please include a copy following this section.

Ballots

As discussed in the Elections Code, the posting of the official ballot must be done at least seven days prior to the first day of elections. Ballot placement is determined by a random drawing of all candidate's names. Candidates should be informed of the official ballot posting and given ample time to come and view the document as well as offer corrections. If there is an error in the ballot, the ballot will be corrected and then sent to the Copy Center. Remember that only students who are members of the constituency may vote in the race for their constituency. Therefore, more than one ballot may be appropriate. (See 1997 ballots in the pages that follow)

The ballots can be printed at the Copy Center. Ask a receptionist or the secretary for help if you have not used the Copy Center before. SGA has an account with this university-based center so you must use their services. Past election statistics (Section 8) will help determine the number of ballots to print. Remember, if you run out of ballots, you can always make more. In addition to printing paper ballots, you will need to obtain at least one Braille ballot for each poll site. Contact the Disabled Student Development Office to complete this task.

Poll Sites

The only guideline set by the Elections Code is that there must be at least three paper ballot sites open at all times. The Board can decide how many sites they wish to have open or if the minimum of three sites is sufficient. Each poll site must have a locked ballot box. There are old boxes in the storage room outside of the SGA office and the keys are kept by the SGA Secretary. Polling sites must be reserved as quickly as possible. Again, you will need to go through the Student Center Reservationist for this. Requests for tables and chairs can also be made on the reservation forms. While the requests should be made months before the election, you will want to double-check during the week before the election that each site will be ready at the opening of the polls. The 1997 sites are included in the poll workers sign-up immediately following this section and in the Nomination Convention transparencies.

Remember to make signs for each poll site so that students and candidates can easily identify a polling site. The signs should name the event and may have sponsors names.

Vax Voting

The will also need to be arranged as quickly as possible. Vax Voting began in 1996; therefore, in the time that this was written, the system was relatively new. Ideally, the SGA Director of Information will develop a program that could be used and maintained by Student Government Association. If this is not possible, Computing Services will provide you with a contact to set up the program. Although you will want to be an integral part of the decision-making process, it is advisable to have a member of the board who is responsible for working with this system from start to finish.

The program should be easy to use and offer a way to verify voters. It is also helpful if the program will calculate the votes for you. In addition to verifying that voters are students of the correct constituency, the program must also ensure that students cannot "break" the system, cannot vote more than once on the computer and provide a cross reference of Vax voters and students who voted on paper. This can be done either by creating a hard copy of voters or by entering the paper voters into the system.

Poll Workers

Every poll site must have either one member of the Elections Board or two non-members working in order to be a legal, open poll site. Poll workers must not be candidates, campaign managers, campaign treasurers or campaign volunteers. Also, by Elections Code guidelines, no campaigning is allowed within fifty feet of a polling site. However, they can be any other Ball State students. Some people you may want to ask are: outgoing SGA members, friends of the Board or members of service organizations (i.e. Alpha Phi Omega, Epsilon Sigma Alpha). A master sign-up with names and phone numbers should be kept by you or an assigned member of the Board. An example is included in the pages that follow.

PRESIDENTIAL SLATE

(CHOOSE 1)

___ Gray Slate

Jeremy Gray, President
John Court, Vice-Pres.
Sarah Hiatt, Treasurer
Renate Yssel, Secretary

___ Green Slate

Eric Green, President
Paul Jamison, Vice-Pres.
Misty Ridgeway, Treasurer
Davena Lewis, Secretary

AT-LARGE SENATORS

(CHOOSE UP TO 10)

___ Todd Bauer
___ John Livingston
___ Megan C. Sullivan
___ Mac Jones
___ Michael Steele
___ Chad Clevidence
___ Jamey Davidson
___ Jeff Prather
___ Derek Hamilton
___ Martha Barnett
___ Duane M. Gran
___ Greg K. Kline
___ Christina M. Faux
___ Jeff Smith
___ Thomas Yelton

JUDICIAL COURT

(CHOOSE UP TO 5)

___ Gabe Greene
___ Jeff Dack
___ Ryan Cassell
___ Molly Meyer
___ Heather Menze
___ Grant Nesbit

*On-Campus
ballot*

*off-campus
ballot*

PRESIDENTIAL SLATE

(CHOOSE 1)

___ Gray Slate

Jeremy Gray, President
John Court, Vice-Pres.
Sarah Hiatt, Treasurer
Renate Yssel, Secretary

___ Green Slate

Eric Green, President
Paul Jamison, Vice-Pres.
Misty Ridgeway, Treasurer
Davena Lewis, Secretary

AT-LARGE SENATORS

(CHOOSE UP TO 10)

___ Todd Bauer
___ John Livingston
___ Megan C. Sullivan
___ Mac Jones
___ Michael Steele
___ Chad Clevidence
___ Jamey Davidson
___ Jeff Prather
___ Derek Hamilton
___ Martha Barnett
___ Duane M. Gran
___ Greg K. Kline
___ Christina M. Faux
___ Jeff Smith
___ Thomas Yelton

JUDICIAL COURT

(CHOOSE UP TO 5)

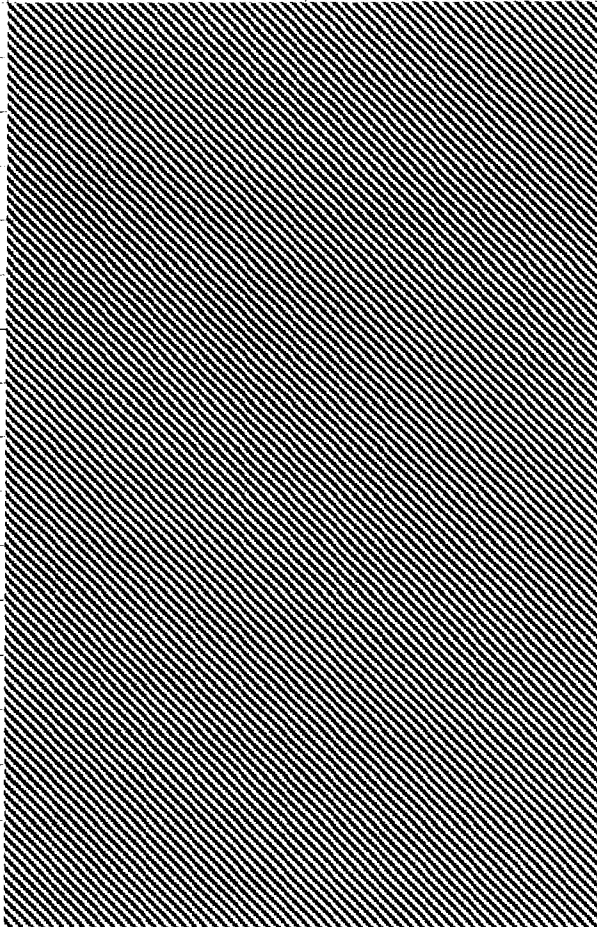
___ Gabe Greene
___ Jeff Dack
___ Ryan Cassell
___ Molly Meyer
___ Heather Menze
___ Grant Nesbit

OFF-CAMPUS SENATORS

(CHOOSE UP TO 17)

___ Jill Haugslund
___ Christopher Bowen
___ Josh Medvescek
___ Kelly Hogan
___ Corey Wilson
___ Jennifer Oglesby
___ Brent Gutzwiller
___ Theodore Plothe
___ John B. Scott III
___ Sheldon Bratton
___ Josh Drews
___ Scott Hagan
___ Beau Bradle
___ Andrew Selking
___ Todd Martin
___ Amy Parker
___ Laura Hale
___ Craig A. Studt
___ Andy Weber
___ Clint Pitts
___ Ilan Eframian

Poll Worker Schedule--Monday

Times	Teacher's College	Scramble Light	Lafollette	North Shuttle	South Shuttle
7:30					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					
6:00					
6:45					